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Suggested General Outline for a Logistics Orientation Course

I. General Introduction - To include presentation by the Director of Logistics, Executive Officer and Chief, Planning Staff, plus a briefing on the Organization and mission of the Agency by an OTR Instructor.

(Time - 1/2 day maximum)

II. Logistics Functions

a. Supply Division

(Time - 1 day maximum including trip and tour of Central Depot)

b. Procurement Division

(Time - 3 hours maximum)

c. Real Estate and Construction Division

(Time - 3 hours maximum)

d. Logistics Services Division

(Time - 4 hours maximum)

(To include tour of some of the more interesting functions such as

Executive Dining Room, Pneumatic Tube Control Room, etc.)

e. Printing Services Division

(Time - 4 hours maximum to include tour of PSD plant)

III. Related Functions

a. Security Staff

(Time - 1 hour)

b. Budget and Fiscal

(Time - 1 hour)

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c. Property Funding

(1) PRA

(2) FPA

(Time - 2 hours including reading time for Funding
of Agency Property Handbook)

d. Building Planning Staff

(Time - 1 hour)

e. Functions of the Area Division Logistics Officer

(Time - 1 hour)

IV. Personnel Management

a. Career Service Panel

b. Career Service Training Panel

c. Retirement Program

d. Question and Answer Period

(Time - 3 hours maximum)

V. Course Critique and Wrapup

(Time - 1 hour)

(Total time - 5 days)

Starting time each day 0900

Lunch 1 hour

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TRANSMITTAL SLIP		DATE	FEB 1971
TO:		[REDACTED] C/BPS	
ROOM NO.	BUILDING		
REMARKS:			
<p>Ken:</p> <p>As you may recall, Jack Blake appointed an ad hoc committee after his FE trip last year to develop a logistics orientation course.</p> <p>Here is where the project stands now. Although you are not a member of the committee, we need your input at this time in completing this stage of the project.</p>			
FROM:		[REDACTED]	
ROOM NO.	BUILDING	EXTENSION	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.	
		(47)	

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